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ABSTRACT

This document presents the second portion of a library research exercise developed at York College which uses the Apple IIe microcomputer and word processing software--Applewriter--to teach library research skills. The original disk required students to compile a bibliography. This document, which contains the textual information found on a supplementary disk, explains the format for various bibliographic entries once the student has gathered the references for the required bibliography. Explanations and sample bibliographic entries in Modern Language Association format are provided for books (reference texts, and books with one, two, or three or more authors) and articles (journals with continuous pagination throughout the volume, journals which page every issue separately, weekly magazines or newspapers, monthly magazines, and daily newspapers). The on-disk instructions for loading the textual segments would have to be modified if a different software package were used. A brief introduction explains the use of the manual. (THC)

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ED269014

BIBLIOGRAPHIC ENTRIES WITH A MICROCOMPUTER

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IR051491

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INTRODUCTION

Use of a computer disk to teach library skills by having students interact with the library's collection while manipulating textual information on an Apple IIe microcomputer has proven valuable. It has also shown a need for a supplementary disk to teach the students what to do with the information acquired. This article is the textual information found on that disk.

The original disk, "The New York City Subways: The First Ten Years. A Library Research Exercise Using a Microcomputer" (ED 255 211) required students to compile a bibliography. The students were guided through each step of the research process as they manipulated instructions and help screens on the microcomputer. The students were then required to leave the machine and use the library's resources.

This disk takes the process one step further. After the student has gathered the references for the required bibliography, this disk explains the format of various bibliographic entries.

Both disks require the use of a word processing package; though almost any word processing package can be used, I have used the APPLEWRITER software package for both. If a different software

package is used, the on-disk instructions on how to load the textual segments would have to be modified.

MENU

1. GENERAL information: read this section first.
2. BOOKS
3. ARTICLES

Before loading any section, move the cursor to the end of the text. Then depress the control key and 1 at the same time. Then type the word which is all in capital letters (this is the name of the section that you will be loading). Finally, depress the return key.

GENERAL information: read this section first.

A bubliography is a list of the materials that you consulted which contained information on the assigned topic.

The list should be in alphabetical order.

Because this information is being presented on a microcomputer using the APPLEWRITER wordprocessing software, underlinings cannot be shown on the screen. Be sure to read the notes which follow the examples; these notes will tell you what should be underlined.

The format of the entries presented on this disk is the format of the Modern Language Association. Other instructors may suggest that you use a different format for bibliographical entries.

The information in a bibliographical entry is divided into three parts:

a. author

b. title

c. publication information

These three parts are separated by periods. The citations always end with a period.

Each entry begins at the left hand margin. If the entry extends to a second (or more) line, indent each of the lines for each of the entries following the first line.

To see specific examples of the different types of bibliographical entries, you must return to the MENU. To return to the menu:

1. move the cursor to the end of the text
2. depress the control key and 1 at the same time
3. type the word MENU
4. depress the return key

BOOKS

1. If the book you are working with has one author, load ONE

2. If the book you are working with has two authors, load TWO

3. If the book you are working with has three or more authors, load THREE

4. If you are working with a reference book (such as an encyclopedia), load REFERENCE

Before loading any section, move the cursor to the end of the text. Then depress the control key and l at the same time. Then type the word which is all in capital letters (this is the name of the section that you will be loading). Finally, depress the return key.

ONE author books

Author's last name, Author's first name. Title of the book underlined. Place of publication: Publisher's name, date of publication.

Notes:

1. The author's last name is given first. This is so that alphabetizing the bibliography will be easier.

2. The title of works listed in the bibliography should be complete, including any subtitles. The title of the book must be underlined.

3. The place of publication and the publisher's name are separated by a colon.

4. If you are listing two or more works by the same author, write his name for the first entry only. In the subsequent entries, simply place a series of dashes, followed by a period. Then proceed with the title, etc.

An example of a bibliographic entry for a book with one author:

Papert, Seymour. Mindstorms: Children, computers, and powerful ideas. N.Y.: Basic Books, 1980.

In the above example, the name of the author is: Seymour Papert

the complete name of the book is: Mindstorms: Children, computers, and powerful ideas

the place of publication is: N.Y.

the name of the publisher is: Basic Books

the date of publication is: 1980

To see specific examples of the different types of bibliographical entries, you must return to the MENU. To return to the menu:

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3. type the word MENU
4. depress the return key

TWO authors of one book

The bibliographic format for a book with two authors is:

Last name of the first author, First name of the first author, and First name of the second author Last name of the second author. Title of the book underlined. Place of publication: Publisher, date of publication.

Notes:

1. The last name of the first author is listed first for ease in alphabetising. Using the same logic, there is no reason to invert the last name of the second author. Place a comma between the first name of the first author and the word 'and', then write the name of the second author.

2. The title of works listed in the bibliography should be complete, including any subtitles. The title of the book must be underlined.

3. The place of publication and the publisher's name are separated by a colon.

An example of a bibliographic entry for a book with two authors:

McCuen, Jo Ray, and Anthony C. Winkler. Readings for Writers. N.Y.: Harcourt, Brace, Jovanovich, 1986.

In the above example, the authors' names are: Jo Ray McCuen and Anthony C. Winkler

the title is: Readings for Writers

the place of publication is: N.Y.

the publisher's name is: Harcourt, Brace, Jovanovich

the date of publication is: 1986

To see specific examples of the different types of bibliographical entries, you must return to the MENU. To return to the menu:

1. move the cursor to the end of the text
2. depress the control key and 1 at the same time
3. type the word MENU
4. depress the return key

THREE or more authors of one book

The bibliographic format for books with three or more authors is:

Last name of first author, First name of first author, et. al.
Title of the book underlined. Place of publication:
Publisher, date of publication.

Notes:

1. If the book has three or more authors, only the first one is listed in the bibliographic entry. This author's name is listed: last name, first name to ease alphabetizing. The other authors are simply indicated with the phrase "et. al."

2. The title of works listed in the bibliography should be complete, including any subtitles. The title of the book must be underlined.

3. The place of publication and the publisher's name are separated by a colon.

An example of a bibliographic entry for a book with three authors is:

Brooks, Cleanth, et. al. An Approach to Literature. N.Y.: Meredith, 1964.

The above book was authored by Cleanth Brooks, John Thibaut Purser and Robert Penn Warren. Since there are three authors, only the first is listed in the bibliographic entry, followed by a comma and the phrase "et. al."

The title of the book in the above example is: An Approach to Literature

The above book was published in N.Y,

The above book was published by Meredith

The above book was published in 1964

To see specific examples of the different types of bibliographical entries, you must return to the MENU. To return to the menu:

1. move the cursor to the end of the text
2. depress the control key and l at the same time
3. type the word MENU
4. depress the return key

REFERENCE books

Two possible formats are used for articles from reference books such as encyclopedias. The first is used if the article is signed by an individual author; the second is used if the article is unsigned.

If the article is signed:

Last name of the article's author, First name of the article's author. "Title of article exactly as it appears in the book." Title of reference book underlined. Edition and/or date.

Notes:

1. For a signed article, the author of the article is given credit. The author's name is inverted to ease alphabetization.

2. The title of the article is given between sets of quotation marks. The title is listed exactly as it appears in the book.

3. The title of works listed in the bibliography should be complete, including any subtitles. The title of the book must be underlined.

4. Use either the date of the edition or the number of the edition followed by the date in parentheses.

An example of a bibliographic entry of a signed article from a

reference book is:

Bennett, John F. "Legros Clark, Sir Wilfrid Edward." Encyclopedia Americana, 1983 ed.

In the above example, the author of the article is: John F. Bennett
the title of the article is: "Legros Clark, Sir Wilfrid Edward
the article appeared in the Encyclopedia Americana
the 1983 editiom of the encyclopedia was used

If the article in the reference book is unsigned, the following format is used:

"Name of article." Title of reference book underlined. Edition and/or date.

Notes:

1. Since the article is unsigned, the author cannot be given credit. In this case, the entry is placed in the bibliography alphabetically by the first word of the title (excluding the indirect and direct articles).

2. The title of works listed in the bibliography should be

complete, including any subtitles. The name of the book must be underlined.

An example of an unsigned bibliographic entry from a reference book is:

"Pele." Current Biography. 1967.

In the above example, the title of the article is: Pele
the article was published in Current Biography
the 1967 volume was used

To see specific examples of the different types of bibliographical entries, you must return to the MENU. To return to the menu:

1. move the cursor to the end of the text
2. depress the control key and 1 at the same time
3. type the word MENU
4. depress the return key

ARTICLES

1. If the article is from a journal with continuous pagination throughout the volume, load CONTINUOUS

2. If the article is from a journal which pages every issue separately, load SEPARATE

3. If the article is from a weekly magazine or newspaper, load WEEKLY

4. If the article is from a monthly magazine, load MONTHLY

5. If the article is from a daily newspaper, load DAILY

Before loading any section, move the cursor to the end of the text. Then depress the control key and l at the same time. Then type the word which is all in capital letters (this is the name of the section that you will be loading). Finally, depress the return key.

CONTINUOUS (articles from magazines which continuously number pages throughout the volume)

Author's last name, Author's first name. "Complete title of article in quotation marks." Name of Magazine underlined, volume number (year), first page-last page.

Notes:

1. The name of the author of the article is in inverted order to ease alphabetization.

2. The name of the article is enclosed in quotation marks.

3. Between the author's name and the name of the article is a period.

4. Between the name of the article and the name of the magazine, there is a period.

5. Between the name of the magazine and the volume number, as well as between the year and the pages, there is a comma.

6. The pages are listed as numbers, first page to last page. The p. for page is not listed.

7. The name of the magazine must be underlined.

An example of a bibliographical entry from a journal with continuous paging is:

Gartner, William B. "A Conceptual Framework for Describing the Phenomena of New Venture Creation." Academy of Management Review, 10 (1985), 696-706.

In the above example, the name of the author of the article is: William B. Gartner

the name of the article is: "A Conceptual Framework for Describing the Phenomena of New Venture Creation"

the title of the magazine in which the article was published is: Academy of Management Review

the volume number is 10

the year of the magazine is 1985

the pages on which the article appeared are 696-706

To see specific examples of the different types of bibliographical entries, you must return to the MENU. To return to the menu:

1. move the cursor to the end of the text
2. depress the control key and 1 at the same time
3. type the word MENU
4. depress the return key

SEPARATE (articles from magazines which separately number the pages in each issue)

Author's last name, Author's first name. "Complete title of article in quotation marks." Name of magazine underlined. Volume number, No. issue number (year), beginning page-ending page.

Notes:

1. The author's last name is given before the author's first name to ease alphabetization.
2. The title of the article is enclosed in quotation marks.
3. Between the author's name and the title, a period is placed.
4. Between the name of the article and the name of the magazine, a period is placed.
5. The name of the magazine must be underlined.
6. After the name of the magazine, a period is placed.
7. Between the volume number and the issue number, a comma is used.
8. The volume number is not identified as a vol or v.
9. The issue number is identified simply with No.
10. The year is in parentheses.
11. Between the year and the pages, a comma is used.

12. The pages are not identified with a p.

An example of an article from a magazine which separately numbers each issue is:

Bellardo, Trudi. "Telecommunications and Networking." Library Journal 110, No.13 (1985), 51-52.

In the above example, the author's name is Trudi Bellardo

the name of the article is "Telecommunications and Networking"

the article was published in Library Journal

the volume number is 110

the issue number is 13

the year is 1985

the article appeared on pages 51-52

To see specific examples of the different types of bibliographical entries, you must return to the MENU. To return to the menu:

1. move the cursor to the end of the text
2. depress the control key and l at the same time
3. type the word MENU
4. depress the return key

WEEKLY (articles from weekly magazines)

Author's last name, Author's first name. "Complete title of article in quotation marks." Name of magazine underlined, Complete date of magazine, pp. beginning page to ending page.

Notes:

1. The author's last name is placed first to ease alphabetizing.

2. A period separates the author's name from the title of the article.

3. The complete name of the article is placed in quotation marks.

4. A period separates the name of tha article from the name of the magazine.

5. The name of the magazine must be underlined.

6. The complete date of the magazine is separated from the name of the magazine (before the date) and the pages on which the article appeared by commas.

7. The abbreviation pp. is used to designate the pages on which an article appeared.

8. The entry is ended by a period.

An example of a bibliographic entry from a weekly magazine is:

Marbsch, William D. "Closing in on the calamity: Officials raise questions about a flawed launch." Newsweek, 24 Feb. 1986, pp. 58-69.

In the above example, the author's name is William D. Marbach

the complete title of the article is: "Closing in on the calamity: Officials raise questions about a flawed launch"

the article appeared in Newsweek

the article appeared in the February 24, 1986 issue

the article appeared on pages 58-59

To see specific examples of the different types of bibliographical entries, you must return to the MENU. To return to the menu:

1. move the cursor to the end of the text
2. depress the control key and 1 at the same time
3. type the word MENU
4. depress the return key

MONTHLY (articles from monthly magazines)

Author's last name, Author's first name. "Complete title of article in quotation marks." Magazine name underlined, Date, pp. beginning page -ending page.

Notes:

1. The author's last name is placed first to ease alphabetizing.

2. The title of the article is placed between quotation marks.

3. The title of the article is separated from the author's name (before) and the magazine name (after) by periods.

4. The name of the magazine must be underlined.

5. The date is separated from the magazine name (before) and the pages (after) by commas.

6. The designation pp. indicates the pages on which the article appeared.

An example of a bibliographic entry from a monthly magazine is:

Reitman, Judith. "Narrowcasting opens up." Marketing and Media Decisions, Feb. 1986, pp. 84-88.

In the above example, the author's name is Judith Reitman

the name of the article is "Narrowcasting opens up"

the name of the magazine is Marketing and Media Decisions

the date of the magazine is February 1986

the article appeared on pages 84-88

To see specific examples of the different types of bibliographical entries, you must return to the MENU. To return to the menu:

1. move the cursor to the end of the text
2. depress the control key and 1 at the same time
3. type the word MENU
4. depress the return key

DAILY (articles from daily newspapers)

Author's last name, Author's first name. "Title of article in quotation marks." Name of newspaper underlined. Edition, date, section, p. page number, column number.

Notes:

1. The author's name is inverted, listing the last name first to ease in alphabetizing.
2. The name of the article is given between quotation marks.
3. Between the author's name and the name of the article, a period is placed.
4. Between the name of the article and the name of the newspaper, a period is placed.
5. The name of the newspaper must be underlined.
6. Between the name of the newspaper and the edition, a period is placed.
7. Commas are placed in the following positions:
    a. between the edition and the date
    b. between the date and the section
    c. between the section and the page
    d. between the page and the column
8. A period ends the citation.

9. Ed is the abbreviation used for edition

10. Sec is the abbreviation used for section

11. The page is indicated with the abbreviation p.

12. The column is indicated by using the abbreviation col.

13. IF A PARTICULAR NEWSPAPER DOES NOT HAVE SEPARATE SECTIONS OR MORE THAN ONE EDITION, THAT PART OF THE CITATION IS OMITTED.

An example of a citation form a daily newspaper is:

Schmidt, William E. "Searchers report finding big piece of space shuttle." The New York Times. Late City Ed., 31 Jan. 1986, Sec. 1, p. 1, col. 6.

In the above example, the author's name is William E. Schmidt

the name of the article is "Searchers report finding big piece of space shuttle"

the article appeared in The New York Times

the article was in the late city edition

the article was published on January 31, 1986

the article appeared in section 1, on page 1, in column 6

To see specific examples of the different types of bibliographical entries, you must return to the MENU. To return to the menu:

1. move the cursor to the end of the text
2. depress the control key and 1 at the same time
3. type the word MENU
4. depress the return key